Department of Energy
Washington, DC 20585

FEBRUARY 7, 2006

MEMORANDUM FOR PROGRAM RECORDS OFFICIALS

FROM: SHARON A. EVELIN
                 DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM-06-19:
                 PROGRAM ASSESSMENTS IN FY 2006

Numbered Memo RM 05-08 (November 2004) discussed the requirement to conduct a Records Management Program self assessment during FY 2005. Each site managed by your Program Office (Headquarters, Field and Area Offices, and Contractor sites) should have conducted a self-assessment t determine the adequacy of records management implementation at each location.

During FY 2006, the second phase of assessment is to be conducted from Headquarters and cross Programs to identify records management efficiencies and cost savings. Criteria were developed to assist you with the assessment. Results from the self assessments should be collected and evaluated to produce a baseline for each of your sites. The objectives of the program assessments are to:
* ensure that records management requirements are implemented effectively at all levels within each Departmental Program;
* establish consistency and best practices in records management across Program Offices;
* identify manpower and cost efficiencies where possible; and
* surface any Program-wide records issues that may exist.

A plan outlining best practices, deficiencies, and improvements that will be made to the Program's records management processes shall be developed within ninety days of completion of the program assessment. For information purposes, summarized findings and a copy of the improvement plan shall be provided to the Departmental Records Officer, Office of the Chief Information Officer. A record of the program assessment and results shall be maintained by the Program Office through the next assessmer cycle.

Guidance on the records management assessment process and sample criteria and checklists for the program assessment and the self assessments can be found on the DOE OCIO Records Management Division Website at:
* **Guidance for the Records Management Assessment Process:**
  http://cio.doe.gov/RBManagement/Records/PDF/ASSESSMENTProcess.pdf
* **Program Assessments Criteria:**
  http://cio.doe.gov/RBManagement/Records/DOC/Assessment-B-ProgramCriteria.doc
* **Checklist for Self Assessment:**
  http://cio.doe.gov/RBManagement/Records/DOC/Assessment-A-Self3..doc

Information specific to each Program Office may be added to the criteria as necessary.
Please refer any questions to me at 301-903-3455 or by e-mail at sharon.evelin@hq.doe.gov.